

CUSTODY COMPLAINT AND ORDER FOR CUSTODY CONFERENCE

*For **NEW** custody cases.*

BEFORE YOU TAKE THESE PAPERS TO COURT, YOU MUST GIVE THE OTHER PARTY AT LEAST 3 BUSINESS DAYS' NOTICE

This is to let them know when you are going to go to Court. They have a right to be there.

1. Serve the other party, or/and their lawyer, with a completed Custody Complaint and the **"Notice of Intention to Present"** which tells them what day you will be going to Court. **Court is at 8:45 a.m. on Tuesdays and Thursdays, excluding holidays, in Courtroom #4.**
2. If you are filing for emergency or special relief, you **MUST** also complete that packet and serve the other party with **BOTH** packets **AT THE SAME TIME**.

Complete and bring to Court ALL forms in this packet in order:

- **Order** – fill-in your name and the names of the child(ren). The Judge will assign the date & time.
- **Notice of Intention to Present** – telling the other party when you are going to go to Court
- **Civil Cover Sheet** – use YOUR information at the bottom if you do not have a lawyer
- **Complaint**
- **Verification**
- **Criminal Record / Abuse History Verification** – 2 copies: you fill-in 1 form & **give the blank copy to the other party.**
- **Entry of Appearance as Self-Represented Party**
- **Certificate of Compliance**
- **Parenting Class form** – 2 copies: you fill-in 1 form & **give the blank copy to the other party.**
- **Proof of Service or Acceptance of Service** – to verify the other party was served
- **Notice to Incarcerated Parent** – If the other party is presently incarcerated, ask library staff for this form and include it with the Complaint packet.

REMEMBER – THERE IS A DRESS CODE IN THE COURTROOM, ALL CELL PHONES MUST BE TURNED OFF, AND YOUR FORMS MUST BE IN NUMERICAL ORDER WHEN YOU GO TO COURT.

LITIGANTS ARE STRONGLY ENCOURAGED TO CONSULT WITH AN ATTORNEY.

NOTICE: You must be 18 or older to file on your own behalf. If you are under 18 years old, you must have your custodial parent(s) or Guardian file for you.

Please note that the law librarian, staff of the Beaver County Law Library, staff of the Juvenile Services Division, staff of the Court Administrator's Office, and the Judge's Law Clerk are neither qualified nor permitted to assist persons in the preparation or filing of child custody documents or to provide legal advice or assistance of any kind on child custody or any other legal matters.

After you leave Court:

1. **FILE** the signed Order and papers in the Prothonotary's Office (1st floor). This is when you pay the \$165.25 filing fee. Cash or check; no credit/debit cards. If you received an *In Forma Pauperis* Order (waiving the fees), give the signed Order to the clerk.
2. **SERVE** the other party with the Complaint and the Order signed by the Judge if not already done. This means an adult, not you, must give or mail by Certified Mail Restricted Delivery, the other party copies of all the papers that you gave to the Judge.
 - a. If the other party accepts the copies from you, they must sign an **Acceptance of Service** form, which you **MUST FILE** in the Prothonotary's Office.
 - b. If you choose to have someone hand deliver the documents to the other party, you must have that person sign a **Proof of Service** form. **Make and keep a copy.** You **MUST FILE** the Proof of Service in the Prothonotary's Office after it is signed.
 - c. If you serve the other party by mail, you must send the documents by **Certified Mail Restricted Delivery**. Complete the **Proof of Service** form by making check marks on the lines before both regular and certified mail. **Make and keep a copy for yourself.** After you receive the green card verifying certified mail restricted delivery, staple the green card to the **Proof of Service** and **FILE IT AGAIN** with the Prothonotary's Office.
3. Bring a copy of the Proof of Service or Acceptance of Service that you filed in the Prothonotary's Office to ALL later hearings, conferences and/or trials.
4. Sign-up for, attend, and complete the Positive Transition: Educational Custody Seminar given by the Juvenile Services Division of the Beaver County Courthouse. After you have completed your Positive Transition Seminar, the Juvenile Services Division will submit your Completion Certificate to the Prothonotary's Office for filing.
5. **It is highly recommended that you consult with an attorney.** The Beaver County Bar Association provides a Lawyer Referral Service. If you contact them at the number below, they can set you up to speak with an attorney for \$25.00 for 30 minutes. They may also be able to put you in touch with an attorney who will represent you for a reduced fee if you meet the financial requirements.

**Lawyer Referral Service
Beaver County Bar Association
788 Turnpike Street
Beaver, PA 15009
(724) 728-4888**

<http://bcba-pa.org/lawyer-referral-service/>

CUSTODY F.A.Q.s

HERE ARE THE MOST OFTEN ASKED CUSTODY QUESTIONS AND THE ANSWERS GIVEN BY THE COURT.

1. Can my mother/friend/sister/etc. go to motions court for me so I don't miss work?

No. Presenting a motion on someone else's behalf is practicing law, unless the presenter is a party to the proceeding.

2. What do I do if I don't know where the father/mother lives?

Read the Rules on Civil Procedure dealing with service. Those can be found in this packet. Look at Rule # 440 & Rule #1930.4 and Beaver County Local Rule # 430. These are complicated procedures and it is in your best interest to make every effort to find the other party and deliver the paperwork wither in person or by mail.

LR430 Service By Publication.

The Beaver County Legal Journal is designated as the publisher of legal notices in Beaver County. Unless the manner of publication of service of process or notice is otherwise specified by law or rule of court, such service or notice shall be made by publishing the same once in the Beaver County Legal Journal and once in a newspaper of general circulation in Beaver County.

3. Do grandparents who are trying to get custody because the parent is in jail or on drugs follow the same procedures and use the same forms as what I have?

Grandparents should use the same forms and same procedures. Both parents must be named as Defendants and both must be given notice of the Petition before it is presented. Grandparents may not get the same results as natural parents. Grandparents' rights are not as extensive as natural parents and absent "in loco parentis," where grandparents have actually acted as parents, grandparents' rights are usually limited to partial custody unless the child is in danger. See statute above.

4. I can't find any form for "objection to continuance."

There is no set form to object to a continuance. You should tell the other side you object and go to court on the day of the motion to tell the judge why you object. The first request for a continuance will usually be granted. Multiple continuances will not be granted unless all parties agree.

5. What about "temporary custody"?

The Court does not grant temporary custody as a matter of course. If anyone is looking for Temporary Custody they should file a custody complaint. Temporary custody is almost exclusively for emergency situations. Some people confuse temporary custody with emergency custody. If there is an emergency situation which involves either risk of danger to the child's life or potential threat that the other parent will leave the state with the child, you should file a Petition for Emergency Relief and a Custody Complaint/Petition or modification.

6. Do I have to tell the other party that I am going to Court?

Yes. They have a right to know and participate.

If you are filing a **Complaint, Modification, Special Relief, Intervention, Withdrawal, Continuance, Relocation or Contempt**, you **MUST** give 3 business days advanced notice.

If there is a TRUE emergency, (that is, if there is a risk that the other parent will run away with the Child from the County without a known destination or there is a threat of

immediate harm to the child), you should give at least 24 hours written advance notice that you are coming to Court to present an Emergency Relief Petition the following day at 8:45 a.m. You should have the phone number of the other party with you when you come to Court in the event that the Judge might need to call the other party so that they can participate in the Motion. Only in extreme situations will the judge accept oral notice.

7. What does it mean to give 3 business days notice?

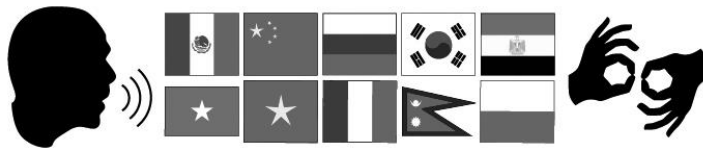
3 business days notice means that if you're going to present the Motion to the Judge, you **MUST** give or send the other party the Notice of Intention to Present form telling them the exact day and time you are going to Court and **COMPLETED COPIES** of the paperwork that you are going to present to the Judge, 3 work days, (weekend days and court holidays do not count), before the day you are going to go to Court.

8. What if there is a PFA? How can I notify the other party?

A Plaintiff cannot "violate" a PFA so it doesn't matter if the PFA Plaintiff (the person protected by the PFA) sends the PFA Defendant papers. If you are the PFA Defendant (the person that the PFA is against), you may send the Plaintiff the legal paperwork, only. **DO NOT** include letters, notes, etc. or anything unrelated to the legal action attached or written on the legal documents. Send the legal documents via certified mail. If it is a true emergency, where less than 3-days notice can be given, have a family member or friend call or hand deliver copies to give them notice that you are coming to Court. Explain to them why you are coming and when. Be sure to bring their phone number with you to Court (See #6 above)

9. What if myself or the defendant do not speak English or need an American Sign Language Interpreter?

Notice of Language Rights



Language Access Coordinator
Beaver County Courthouse, 810 Third Street, Beaver, PA, 15009
724-770-4770
languageaccess@beavercountypa.gov

English: You have the right to an interpreter at no cost to you. To request an interpreter, please inform court staff using the contact information provided at the top of this notice.

Spanish/Español: Usted tiene derecho a un intérprete libre de costo. Para solicitar un intérprete favor de informárselo al personal judicial utilizando la información provista en la parte superior de este aviso.

**** IMPORTANT NOTE: Beginning January 6, 2018, if you are filing a document with confidential information, you **MUST** file one original copy and one REDACTED copy. Please see the next page to determine if your filing contains confidential documents or information.****



Protecting Confidential Information - Here's How

Effective January 6, 2018

A certification shall accompany each filing in accordance with the policy. A court or custodian is not required to review or redact any filed document for compliance with this policy. Failure to comply may lead to imposed sanctions.

Confidential Information

Unless required by applicable authority, two versions of every document must be filed with the court - a "Redacted Version" (not including the items listed below) and an "Unredacted Version." Redactions must be made in a manner that is visibly evident to the reader.

1. Social Security Numbers

2. **Financial Account Numbers** except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified

3. Driver License Numbers

4. State Identification (SID) Numbers

5. **Minors' Names and Dates of Birth** except when a minor is charged as defendant in a criminal matter (see 42 Pa.C.S. §6355)

6. **Abuse Victim's Address and other Contact Information** including employer's name, address, and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name

Confidential Documents

Unless required by applicable authority, the following documents shall be filed with a court or custodian with the "Confidential Document Form."

1. Financial Source Documents

2. Minors' Educational Records

3. Medical/Psychological Records

4. Children and Youth Services' Records

5. **Marital Property Inventory and Pre-Trial Statement** as provided in Pa.R.C.P. No. 1920.33

6. **Income and Expense Statement** as provided in Pa.R.C.P. No. 1910.27(c)

7. **Agreements between the Parties** as used in 23 Pa.C.S. §3105

These requirements do not apply to case types (e.g. juvenile, adoption) that are sealed or exempted from public access pursuant to applicable authority.

For forms and more information, reference the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts at the website below.



Please visit: <http://www.pacourts.us/public-record-policies>

CIVIL DIVISION -- LAW

_____,
Plaintiff
vs.
_____,
Defendant

:
:
:
:
:
:
:

No. _____

ORDER OF COURT

You, _____, (Defendant) (Respondent), have been sued in Court to obtain (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the child(ren):
[use child(ren)'s initials ONLY] _____

You are ordered to appear in person before the Child Custody Conference Officer, Juvenile Services Division at the Courthouse, first floor, in Beaver, Pennsylvania, 15009 on _____ (date) at _____ (time) for a Conference before conference officer _____.

ALL CHILDREN AGE 10 AND OLDER MUST BE PRESENT FOR THIS CONFERENCE.

If you fail to appear as provided by this Order, an Order for custody may be entered against you or the Court may issue a warrant for your arrest.

You must file with the Court a verification regarding any criminal record or abuse history regarding you and anyone living in your household on or before the initial in-person contact with the Court (including, but not limited to, a conference with a conference officer or judge or conciliation) but not later than 30 days after service of the Complaint or Petition.

No party may make a change in the residence of any child which significantly impairs the ability of the other party to exercise custodial rights without first complying with all of the applicable provisions of 23 Pa. C.S. § 5337 and Pa. R.C.P. No. 1915.17 regarding relocation.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

Lawyer Referral Service

788 Turnpike Street

Beaver, PA 15009

(724) 728-4888

<http://bcba-pa.org/lawyer-referral-service/>

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Beaver County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business before the Court, please contact our office. All arrangements must be made at least 72 hours prior to any hearing or business before the Court. You must attend the scheduled conference or hearing.

BY THE COURT:

Date: _____

_____. J.

**IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
PENNSYLVANIA**

_____, Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
	:	
_____, Defendant.	:	

NOTICE OF INTENTION TO PRESENT

TO: _____

(name & address of the other party)

Please take notice that I intend to present the attached Custody Complaint seeking a hearing date on *(date)* _____ at 8:45a.m., Courtroom No. 4, Beaver County Courthouse, Beaver, PA. If both parties attend when the Complaint is presented, an earlier hearing date will be assigned.

Date _____

Petitioner

CERTIFICATION OF SERVICE

I hereby certify that I have caused to be served a true and correct copy of the attached on the above named defendant at least 3 business days prior to the date of presenting the Motion by way of (check all that apply):

_____	regular mail
_____	certified mail
_____	hand delivery

Petitioner

Court of Common Pleas of Beaver County
Civil Division
Civil Cover Sheet

For Prothonotary Use Only (Docket Number)

PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS
PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS
PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS

TOTAL NO. OF PLAINTIFFS	TOTAL NO. OF DEFENDANTS	COMMENCEMENT OF ACTION <input checked="" type="checkbox"/> Complaint <input type="checkbox"/> Notice of Appeal <input type="checkbox"/> Writ of Summons <input type="checkbox"/> Transfer From Other Jurisdictions
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AMOUNT IN CONTROVERSY <input type="checkbox"/> \$25,000 or Less <input type="checkbox"/> Over \$25,000	CASE TYPE <input type="checkbox"/> Domestic Relations <input type="checkbox"/> Divorce <input checked="" type="checkbox"/> Custody
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TO THE PROTHONOTARY:		
SIGNATURE	SUPREME COURT IDENTIFICATION NO. <div style="text-align: center; font-size: 1.2em;">N/A</div>	DATE

NAME OF PLAINTIFF'S/PETITIONER'S/APPELANT'S ATTORNEY (OR <u>PRO SE LITIGANT</u>)	ADDRESS (SEE INSTRUCTIONS)
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PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
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**In the Court of Common Pleas of Beaver County
Pennsylvania**

Plaintiff	:	
vs.	:	
	:	No. _____
	:	
Defendant	:	
	:	

COMPLAINT FOR CUSTODY

1. The plaintiff is _____

residing at _____
(give full address) **(Street)** **(City)** **(Zip Code)** **(County)**

Plaintiff/Petitioner is over 18 years of age. Yes/No *(circle one)*

2. The defendant is _____

residing at _____
(give full address) **(Street)** **(City)** **(Zip Code)** **(County)**

3. Plaintiff seeks *circle one* **(shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the following child(ren):**

Name	Present Residence <i>(give full address)</i>	Date of Birth	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The child *circle one* **(was)(was not) born out of wedlock.**

The child is presently in the custody of _____,

Name

who resides at **(Street)** **(City)** **(State)** *(give full address)*

During the past five years, the child has resided with the following persons and at the following addresses:

(List All Persons)	(List All Addresses)	(Dates)
_____	_____	_____
_____	_____	_____
_____	_____	_____

(give full address)

A parent of the child is _____, currently residing at _____
This parent is (married)(divorced)(single). *(give full address)*

A parent of the child is _____, currently residing at _____
This parent is (married)(divorced)(single). *(give full address)*

4. The relationship of Plaintiff to the child is that of _____

The Plaintiff currently resides with the following persons:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. The relationship of Defendant to the child is that of _____

The Defendant currently resides with the following persons:

Name	Relationship
_____	_____
_____	_____
_____	_____

6. Plaintiff (has) (has not) participated as a party or witness, or in another capacity in other litigation concerning the custody of the child in this or another court. The court, term and number, and its relationship to this action is:

Plaintiff (has)(has no) information of a custody proceeding concerning the child pending in a court of this Commonwealth or any other state. The court, term and number, and its relationship to this action is_____

Plaintiff (knows)(does not know) of a person not a party to the proceedings who has physical custody of the child or claims to have custody rights with respect to the child. The name and address of such person is: *(give full address)*

7. The best interest and permanent welfare of the child will be served by granting the relief requested because (set forth facts showing that the granting of the relief requested will be in the best interest and permanent welfare of the child):

8. Each parent whose parental rights to the child have not been terminated and the person who has physical custody of the child have been named as parties to this action. All other persons, named below, who are known to have or claim a right to custody of the child will be given notice of the pendency of this action and the right to intervene:

Name	Address <i>(give full address)</i>	Basis of Claim
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. (a) If the plaintiff is a grandparent who is not in loco parentis to the child and is seeking physical and/or legal custody pursuant to 23 Pa.C.S. § 5323, you must plead facts establishing standing pursuant to 23 Pa.C.S. § 5324(3).

(b) If the plaintiff is a grandparent or great-grandparent who is seeking partial physical custody or supervised physical custody pursuant to 23 Pa.C.S. § 5325, you must plead facts establishing standing pursuant to § 5325.

(c) If the plaintiff is a person seeking physical and/or legal custody pursuant to 23 Pa.C.S. § 5324(2) as a person who stands in loco parentis to the child, you must plead facts establishing standing.

10. The plaintiff has attached the Criminal Record / Abuse History Verification form required pursuant to Pa.R.C.P. No. 1915.3-2.

WHEREFORE, Plaintiff requests the court to grant (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the child.

Plaintiff

VERIFICATION

I, _____, verify that the statements made in this Petition for Custody are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. Cons. Stat. Ann § 4904, relating to unsworn falsification to authorities which provides that if I knowingly make false averments, I may be subject to criminal penalties.

Petitioner

Date: _____

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY, PENNSYLVANIA
CIVIL ACTION-LAW

_____	:	
Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
	:	
_____	:	
Defendant.	:	

CRIMINAL RECORD / ABUSE HISTORY VERIFICATION

I _____, hereby swear or affirm, subject to penalties of law including 18 Pa. C.S. §4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted or pled guilty or pled no contest or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa.C.S. §6307 to any of the following crimes in Pennsylvania or a substantially equivalent crime in any other jurisdiction, including pending charges:

Check all that Apply		Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
1	<input type="checkbox"/>	Criminal Homicide (18 Pa. C.S. Ch. 25)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2	<input type="checkbox"/>	Aggravated Assault (18 Pa.C.S. §2702);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3	<input type="checkbox"/>	Terroristic Threats (18 Pa.C.S. §2706);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4	<input type="checkbox"/>	Stalking (18 Pa.C.S. §2709.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5	<input type="checkbox"/>	Kidnapping (18 Pa.C.S. §2901);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
6	<input type="checkbox"/>	Unlawful Restraint (18 Pa.C.S. §2902);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
7	<input type="checkbox"/>	False Imprisonment (18 Pa.C.S. §2903);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
8	<input type="checkbox"/>	Luring a Child into a Motor Vehicle or Structure (18 Pa.C.S. §2910);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
9	<input type="checkbox"/>	Rape (18 Pa.C.S. §3121);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
10	<input type="checkbox"/>	Statutory Sexual Assault (18 Pa.C.S. §3122.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
11	<input type="checkbox"/>	Involuntary Deviate Sexual Intercourse (18 Pa.C.S. §3123);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
12	<input type="checkbox"/>	Sexual Assault (18 Pa.C.S. §3124.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
13	<input type="checkbox"/>	Aggravated Indecent Assault (18 Pa.C.S. §3125);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
14	<input type="checkbox"/>	Indecent Assault (18 Pa.C.S. §3126);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
15	<input type="checkbox"/>	Indecent Exposure (18 Pa.C.S. §3127);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
16	<input type="checkbox"/>	Sexual Intercourse with Animal (18 Pa.C.S. §3129);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
17	<input type="checkbox"/>	Conduct Relating to Sex Offenders (18 Pa.C.S. §3130);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
18	<input type="checkbox"/>	Arson and Related Offenses (18 Pa.C.S. §3301);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
19	<input type="checkbox"/>	Incest (18 Pa.C.S. §4302);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
20	<input type="checkbox"/>	Concealing Death of Child (18 Pa.C.S. §4303);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
21	<input type="checkbox"/>	Endangering Welfare of Children (18 Pa.C.S. §4304);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
22	<input type="checkbox"/>	Dealing in Infant Children (18 Pa.C.S. §4305);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
23	<input type="checkbox"/>	Prostitution and Related Offenses (18 Pa.C.S. §5902(b));	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
24	<input type="checkbox"/>	Obscene and Other Sexual Materials and Performances (18 Pa.C.S. §5903(c) or (d));	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
25	<input type="checkbox"/>	Corruption of Minors (18 Pa.C.S. §6301);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
26	<input type="checkbox"/>	Sexual Abuse of Children (18 Pa.C.S. §6312);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
27	<input type="checkbox"/>	Unlawful Contact with Minor (18 Pa.C.S. §6318);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
28	<input type="checkbox"/>	Sexual Exploitation of Children (18 Pa.C.S. §6320);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
29	<input type="checkbox"/>	Contempt for Violation of Protection Order or Agreement (23 Pa.C.S. §6114);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
30	<input type="checkbox"/>	Driving Under the Influence of Drugs or Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
31	<input type="checkbox"/>	Manufacture, Sale, Delivery, Holding, Offering for Sale, or Possession of any Controlled Substance or Other Drug or Device	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

2. Unless indicated by my checking the box next to an item below, neither I nor any other member of my household have a history of violent or abusive conduct, or involvement with Children & Youth agency, including the following:

	Check all that Apply		Self	Other Household Member	Date
32	<input type="checkbox"/>	An indication or finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
33	<input type="checkbox"/>	Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
34	<input type="checkbox"/>	Involvement with a Children & Youth Agency or similar agency in Pennsylvania or another jurisdiction. Where?: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
35	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

3. Please list any evaluation, counseling or other treatment received following conviction or finding of abuse:

4. If any conviction above applies to a household member, not a party, state that person's name, date of birth and relationship to the child.

5. If you are aware that the other party or members of the other party's household has or have a criminal/abuse history, please explain:

I verify that the information above is true and correct to the best of my knowledge, information or belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.

Signature

Printed Name

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY, PENNSYLVANIA
CIVIL ACTION-LAW

_____	:	
Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
	:	
_____	:	
Defendant.	:	

CRIMINAL RECORD / ABUSE HISTORY VERIFICATION

I _____, hereby swear or affirm, subject to penalties of law including 18 Pa. C.S. §4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted or pled guilty or pled no contest or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa.C.S. §6307 to any of the following crimes in Pennsylvania or a substantially equivalent crime in any other jurisdiction, including pending charges:

Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
1 <input type="checkbox"/>	Criminal Homicide (18 Pa. C.S. Ch. 25)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2 <input type="checkbox"/>	Aggravated Assault (18 Pa.C.S. §2702);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3 <input type="checkbox"/>	Terroristic Threats (18 Pa.C.S. §2706);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4 <input type="checkbox"/>	Stalking (18 Pa.C.S. §2709.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5 <input type="checkbox"/>	Kidnapping (18 Pa.C.S. §2901);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
6 <input type="checkbox"/>	Unlawful Restraint (18 Pa.C.S. §2902);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
7 <input type="checkbox"/>	False Imprisonment (18 Pa.C.S. §2903);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
8 <input type="checkbox"/>	Luring a Child into a Motor Vehicle or Structure (18 Pa.C.S. §2910);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
9 <input type="checkbox"/>	Rape (18 Pa.C.S. §3121);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
10	<input type="checkbox"/>	Statutory Sexual Assault (18 Pa.C.S. §3122.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
11	<input type="checkbox"/>	Involuntary Deviate Sexual Intercourse (18 Pa.C.S. §3123);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
12	<input type="checkbox"/>	Sexual Assault (18 Pa.C.S. §3124.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
13	<input type="checkbox"/>	Aggravated Indecent Assault (18 Pa.C.S. §3125);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
14	<input type="checkbox"/>	Indecent Assault (18 Pa.C.S. §3126);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
15	<input type="checkbox"/>	Indecent Exposure (18 Pa.C.S. §3127);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
16	<input type="checkbox"/>	Sexual Intercourse with Animal (18 Pa.C.S. §3129);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
17	<input type="checkbox"/>	Conduct Relating to Sex Offenders (18 Pa.C.S. §3130);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
18	<input type="checkbox"/>	Arson and Related Offenses (18 Pa.C.S. §3301);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
19	<input type="checkbox"/>	Incest (18 Pa.C.S. §4302);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
20	<input type="checkbox"/>	Concealing Death of Child (18 Pa.C.S. §4303);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
21	<input type="checkbox"/>	Endangering Welfare of Children (18 Pa.C.S. §4304);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
22	<input type="checkbox"/>	Dealing in Infant Children (18 Pa.C.S. §4305);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
23	<input type="checkbox"/>	Prostitution and Related Offenses (18 Pa.C.S. §5902(b));	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
24	<input type="checkbox"/>	Obscene and Other Sexual Materials and Performances (18 Pa.C.S. §5903(c) or (d));	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
25	<input type="checkbox"/>	Corruption of Minors (18 Pa.C.S. §6301);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
26	<input type="checkbox"/>	Sexual Abuse of Children (18 Pa.C.S. §6312);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
27	<input type="checkbox"/>	Unlawful Contact with Minor (18 Pa.C.S. §6318);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
28	<input type="checkbox"/>	Sexual Exploitation of Children (18 Pa.C.S. §6320);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
29	<input type="checkbox"/>	Contempt for Violation of Protection Order or Agreement (23 Pa.C.S. §6114);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
30	<input type="checkbox"/>	Driving Under the Influence of Drugs or Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
31	<input type="checkbox"/>	Manufacture, Sale, Delivery, Holding, Offering for Sale, or Possession of any Controlled Substance or Other Drug or Device	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

2. Unless indicated by my checking the box next to an item below, neither I nor any other member of my household have a history of violent or abusive conduct, or involvement with Children & Youth agency, including the following:

	Check all that Apply		Self	Other Household Member	Date
32	<input type="checkbox"/>	An indication or finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
33	<input type="checkbox"/>	Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
34	<input type="checkbox"/>	Involvement with a Children & Youth Agency or similar agency in Pennsylvania or another jurisdiction. Where?: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
35	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

3. Please list any evaluation, counseling or other treatment received following conviction or finding of abuse:

4. If any conviction above applies to a household member, not a party, state that person's name, date of birth and relationship to the child.

5. If you are aware that the other party or members of the other party's household has or have a criminal/abuse history, please explain:

I verify that the information above is true and correct to the best of my knowledge, information or belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.

Signature

Printed Name

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
PENNSYLVANIA

_____	:	
Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
_____	:	
Defendant.	:	

PROOF OF SERVICE

I _____ (*your name*), hereby certify that I delivered a copy of the (*name of document*)
_____ to
_____ (*name of party*) on
_____ (*date*), at _____ o'clock p.m./a.m. Delivery was made by (check all
that apply):

_____ regular mail
_____ certified mail
_____ hand delivery

DATE

PETITIONER

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
PENNSYLVANIA

_____	:	
Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
_____	:	
Defendant.	:	

ACCEPTANCE OF SERVICE

I accept service of the _____ (*name of document*). I certify
that I am authorized to accept service on behalf of defendant.

DATE

DEFENDANT OR AUTHORIZED AGENT

MAILING ADDRESS

Note: If defendant accepts service personally, the second sentence should be deleted.

PLAINTIFF

vs.

IN THE COURT OF COMMON PLEAS
BEAVER COUNTY, PENNSYLVANIA

NO. _____

DEFENDANT

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

1. I am the ☐ Plaintiff ☐ Defendant in the above-captioned **(MARK ONE)** ☐ custody, ☐ divorce, ☐ support, ☐ protection from abuse, ☐ paternity case.
2. ☐ This **(CIRCLE ONE)** is/is not a new case and I am representing myself in this case and have decided not to hire an attorney to represent me.

OR (check only one box)

- ☐ This is **NOT** a new case and _____ previously
(Name of Attorney)
represented me in this case. I have decided not to be represented by that attorney and direct the Prothonotary to remove that attorney as my counsel of record in this case.

I have provided a copy of this form to that attorney listed above at the following address:

OR (check only one box)

- ☐ I am entering my appearance as a self-represented party (sign) _____
- ☐ I am withdrawing my appearance as attorney in this case (attorney signature) _____
3. My address for the purpose of receiving all future pleadings and other legal notices is: _____

_____. I understand that this address will be the only address to which notices and pleadings in this case will be sent, and that I am responsible to regularly check my mail at this address to ensure that I do not miss important deadlines or proceedings.

- ☐ This is my home address. ☐ This is not my home address.

4. My telephone number where I can be reached during normal business hours (8:30 a.m. – 4:30 p.m. Monday – Friday) is _____. My email address is _____
- ☐ My telephone number is confidential pursuant to a Protection From Abuse Order.

5. **I UNDERSTAND I MUST FILE A NEW FORM EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.**

6. I have provided a copy of this form to all other attorneys or other self-represented parties at the following addresses as listed below: (Use reverse side if you need more space)

Name _____ Address _____

Name _____ Address _____

7. I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the statutory law, evidence law, Local and State Rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities.

I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term.

Date

Signature (Your Signature)

CERTIFICATE OF COMPLIANCE

RE: ACCESS TO COURT CASE RECORDS

CASE NO._____

I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by:_____

Signature:_____

Name:_____

Attorney No. (if applicable):_____

Rev. 02/22/18

Beaver County Courthouse
810 Third Street
Beaver, Pennsylvania 15009
724-774-8870
724-728-6444 (fax)



Court of Common Pleas
County of Beaver
Juvenile Services Division

Gary Rosatelli

Director

Colleen Tittiger
Assistant Director

Positive Transition: Educational Custody Seminar
Registration Form

WHAT: Individuals who are parties in custody actions are required by the Beaver County Court to attend a four-hour parenting seminar. This seminar is geared towards families dealing with divorce and familial transitions due to a custody case. The program covers a wide-range of topics and is beneficial in teaching effective parenting skills. Children should NOT attend the seminar. Smoking on County Property is prohibited in accordance with County Ordinance No.: 12184-ORD. **Due to limited availability per session, pre-registration is required in person at the Juvenile Services Division.**

WHO: All parties involved in a custody matter in Beaver County are required to attend.

WHEN: Seminars are held twice a month during two different time slots to accommodate a variety of work schedules. Each class is **approximately** four hours long. You must attend all four hours of the seminar to achieve a successful completion.

WHERE: The seminar will take place in the Jurors' Lounge on the second floor of the Beaver County Courthouse, 810 Third Street, Beaver, PA 15009. If you are registered for an evening session, please enter the Courthouse through the rear entrance.

COST: \$55 per person. Payment must be made at the time of registration. Certified checks, Money Orders, and Cash are acceptable forms of payment. Personal checks, credit cards, or debit cards are **not** acceptable forms of payment. All participants must present a copy of this form and photo ID at check-in on the date of the seminar. **Please make certified check or money order payable to Juvenile Services Division.**

Daytime Seminars:

8:30 am – 12:30 pm

January 22, 2020	February 19, 2020
March 18, 2020	April 15, 2020
May 20, 2020	June 17, 2020
July 22, 2020	August 19, 2020
September 16, 2020	October 14, 2020
November 24, 2020	December 16, 2020

Evening Seminars:

4:30 pm – 8:30 pm

January 29, 2020	February 26, 2020
March 25, 2020	April 29, 2020
May 27, 2020	June 24, 2020
July 29, 2020	August 26, 2020
September 30, 2020	October 21, 2020
November 18, 2020	December 9, 2020

Name: _____

Address: _____

Phone No./Email address: _____

Prothonotary No.: _____

Seminar date: _____

Payment:

____ Certified Check

____ Money Order

____ Cash

Beaver County Courthouse
810 Third Street
Beaver, Pennsylvania 15009
724-774-8870
724-728-6444 (fax)



Court of Common Pleas
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Name: _____

Address: _____

Phone No./Email address: _____

Prothonotary No.: _____

Seminar date: _____

Payment:

____ Certified Check

____ Money Order

____ Cash

INSTRUCTIONS AND INFORMATION FOR THE DEFENDANT

- You must file the Criminal Records/Abuse Verification and Juvenile Services Fact Sheet with the Prothonotary within 30 days of being served with papers.
- You must file your Completion Certificate for the Positive Transitions seminar with the Prothonotary once you have completed the classes. If you did not receive a copy of the Positive Transitions Form, please contact the Beaver County Law Library at 724-770-4659.

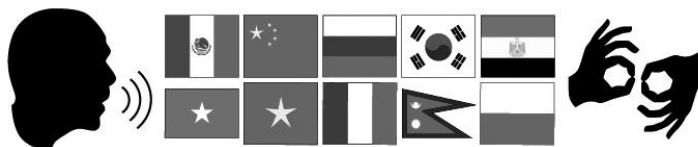
ABOUT THE INITIAL HEARING

- It is highly recommended that you come to court on the date listed on the “Notice of Intention to Present.” If both parties are present, you will get a hearing date sooner.
- While it is recommended to attend the initial hearing in Motions Court, it is not mandatory. You will be served with another set of papers that will give you a date for a custody conciliation (also known as mediation.)
- You **MUST** attend the conciliation hearing scheduled in Juvenile Services or you could lose your rights.

ABOUT THE COURTROOM

- Cell phones must be turned OFF. Placing the phone in “vibrate” or “silent” mode is not acceptable. Phones may interfere with the Court’s audio recording system.
 - There is a dress code in the courtroom. If you are not dressed appropriately, you can be asked to leave.
- YOU CANNOT WEAR:
- | | | |
|----------------|-----------------------------|-------------|
| Tank tops | Flip Flops | Halter Tops |
| Strapless tops | Shorts | Sweatpants |
| Baseball caps | Clothing with rips or tears | |
- No food, drink or chewing gum in the courtroom.
 - Please quietly wait your turn. Do not talk while others are presenting their motions.

Notice of Language Rights



Language Access Coordinator
Beaver County Courthouse, 810 Third Street, Beaver, PA, 15009
724-770-4770
languageaccess@beavercountypa.gov

English: You have the right to an interpreter at no cost to you. To request an interpreter, please inform court staff using the contact information provided at the top of this notice.

Spanish/Español: Usted tiene derecho a un intérprete libre de costo. Para solicitar un intérprete favor de informárselo al personal judicial utilizando la información provista en la parte superior de este aviso.

ASL interpreters are also available upon request.